

# Human Resources Personnel Action Form

Form: PAF  
Developed: 8/23/13  
Rev: 01/27/14

Today's Date: 4/2/2014

Proposed Effective Date: 4/14/2014

Effective Date: 4/14/2014

Action Request: **Employee Status: Stipend** Position Status: **Choose an Action**

**Personnel Information:** \*Required for employee actions

<b>*Employee Name:</b> Annette Rodriguez	<b>*Banner ID:</b> 000066608	<b>Social Security:</b> 525-81-8712	<b>DOB:</b> 11/15/1973	<b>Gender:</b> Female
<b>Address:</b> PO Box 963 Chimayo, NM 87522	<b>Phone #:</b> (505) 573-1158		<b>Ethnicity:</b> Hispanic	<b>Highest Degree:</b> MA
<b>Emergency Contact Name:</b> Patricia Perea	<b>Phone #:</b> (505) 507-1509	<b>Address:</b> Same as above		<b>Relationship:</b> Partner
<b>If transfer</b> <b>Transfer from Position Number:</b>	<b>Transfer To Position Number :</b>		<b>Union Eligible:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**Position Information**

<b>Ad Request:</b> <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.	<b>Previous Incumbent:</b> (If applicable) <b>Name:</b> _____	<b>Banner ID:</b> _____
<b>Hiring Chair:</b> Dr. Patricia Trujillo	<b>Faculty:</b> <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temp
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Non FLSA Covered (Salaried Position)	<input checked="" type="checkbox"/> FLSA Covered (Time Sheets Required)

<b>Job Title:</b> English Instructor, Summer Bridge, curriculum planning	<b>Position Number:</b> 100851
<b>Department Name:</b> EXITO	<b>Reporting Official:</b> Dr. Patricia Trujillo
<b>Campus Location:</b> <input checked="" type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other	<b>Office Phone:</b> (505) 747-2216

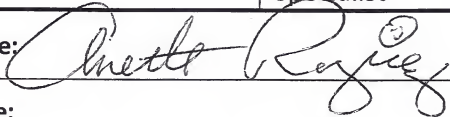
<b>Funding Source:</b> <input type="checkbox"/> I&G <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Other _____	<b>Contract Term:</b>
<b>Grant Program Name:</b> Exito	<b>Staff:</b> <input type="checkbox"/> 12 mos Other _____
<b>Grant Expiration Date:</b> 9/30/2015	<b>Faculty:</b> <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos
	<b>Student:</b> <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Account/Grant/Program No:</b> 41143-2111-61104-101	<b>FTE:</b> _____
<b>Account/Grant/Program No:</b> 41143-2111-61103-101	<b>FTE:</b> 0.20
	<b>Amount:</b> \$ 750.00
	<b>Amount:</b> \$ 975.00
<b>(Must Equal Contract or Estimated Amount) Total: \$ 1,725.00</b>	

Notes: The \$975 is half the stipend for teaching a combined developmental English course in summer bridge. The other half for the same amount will cover the last half of the course to complete the program.

The \$500 in the Spring PAFs covers curriculum planning among the English teachers, who will collaborate and coordinate grammar, reading comprehension and writing classes, lessons plans, assignments and quizzes for Summer Bridge. They will also review and select textbooks and other materials for the classes, as well as search for appropriate and relevant materials online via the smartboards in each of the classrooms in TEC.

The \$250 stipend for June covers have the stipend for the extra duties Summer Bridge teachers take on, such as attending and speaking at the Student and Parent Orientation, preparation of materials for the chap book, attending an all day field trip, preparing for and attending graduation, extra meetings along the way and other duties as needed to fulfill the program. It's actually a \$500 stipend, but the second half, \$250, will be assigned to the July PAF.

**Compensation**

<b>Start Date:</b> 4/14/2014 <b>End Date:</b> 6/30/2014 <b>Probation Ends:</b> <a href="#">Click here to enter a date.</a>	<b>Salary Amount:</b> \$ 975.00 <b>Stipends:</b> \$ 750.00 <b>Other:</b> \$ <b>Total Contract:</b> \$ 1,725.00	<b>Total Hours Authorized:</b> <b>Weekly Hours Authorized:</b> <b>Hourly Rate:</b> \$ <b>(if applicable)</b> <b>Total Estimated:</b> \$ 0.00
		<b>Salary Range: From:</b> \$ <b>To:</b> \$
<b>Current Salary:</b> \$	<b>Proposed Salary:</b> \$	<b>Salary Increase</b> \$ 0.00 <b>Percentage:</b>
<b>Budget Check:</b> S. Lovato	<b>Job Title:</b> Sr. Grants Accountant	<b>Date:</b> 4/11/2014
<b>Completed By:</b> Deborah Begel	<b>Job Title:</b> Developmental Writing Specialist	<b>Phone:</b> (505)747-2216 <b>Date:</b> 4/1/2014
<b>Employee Signature:</b>  <b>Date:</b> 03/26/14		
<b>Executive Signature:</b> <b>Date:</b>		